

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO:

6

EFFECTIVE DATE:

November 30, 1999

SUBJECT:

Y2K Transition Plan

AUTHORIZATION:

**Executive Order No.
MJF 99-51**

I. POLICY:

It is the policy of the Department to coordinate and oversee the delivery of essential state services and operations during the Y2K transition.

II: PURPOSE:

This policy will ensure that minimal interruptions occur to state services and/or operations as a result of the transition to Year 2000.

III: APPLICABILITY:

This policy applies to all Offices within the Department of Natural Resources.

IV: PROCEDURES:

- A: Procedures and mitigation steps taken by the Department to minimize the number of decisions that will need to be made during the year 2000 transition are described in attachment I.
- B: The list below identifies the individuals responsible for effective communication among the employees on site, off site and /or at home during the potential emergency situations:

I. DNR Transition Team Representatives:	Home #'s	Pager #'s
John Radford	225-752-3039	To Be Assigned
Ernie Singleton	225-772-4412 (Cellular)	To Be Assigned
Wade Byrd	225-261-0599	To Be Assigned

Transition team representatives will be on duty and manning the Department of Natural Resources emergency center.

II. Agency Contacts:	Home #'s	Pager #'s
1. Office of the Secretary: Phyllis Darensbourg	225-753-2032	225-233-2093
2. Office of Management & Finance: Robert D. Harper	225-767-6859	225-233-2809
3. Office of Conservation: Jim Welsh	225-635-4142	225-233-2140
4. Office of Coastal Restoration & Management: Bill Good (Restoration)	225-344-6974	225-233-2088
Terry Howey (Management)	225-766-6208	225-234-2964
5. Office of Mineral Resources: Sandy Bailey	225-654-4575	225-929-2142
6. DNR Safety Coordinator Claire Gremillion	225-355-3279	225-932-1512
7. Information Technology Division		
Marvin Richey Technical services Manager Data Center and Network	225-673-8659	225-233-2097
Ken Freeman Management Consultant Supervisor Security and Web	225-769-0468	N/A
Joe Culbreath Assistant Director	225-769-6212	N/A
Rizwan Ahmed Director	225-753-0675	225-952-3953

Agency contacts will be off duty and on call.

- C. The Department will communicate with the media, general public, and/or private sector businesses through public service announcements and general news communication. Phyllis Darensbourg, Public Information Officer will coordinate this effort.

- D. The Office of Facility Planning, State Building and Grounds in conjunction Claire Gremillion the Department's Safety Coordinator will be responsible for ensuring workplace safety for employees and/or citizens using state buildings.

V: RESPONSIBILITY:

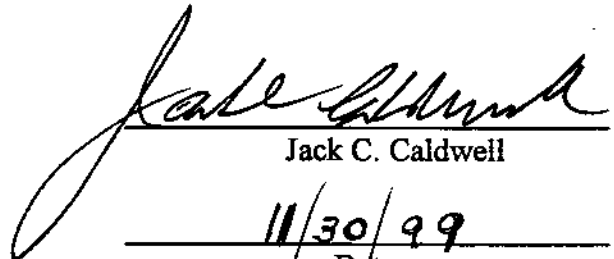
It is the responsibility of each Assistant Secretary or his/her designee to assure compliance with this policy.

VI: EXCLUSIONS:

There will be no exclusions to this policy.

VII: QUESTIONS:

Questions regarding this policy may be directed to the Undersecretary.



Jack C. Caldwell

11/30/99
Date